



Emergency Guidelines

October, 2013

TABLE OF CONTENTS

Table of Contents	1
Introduction	2
Safety Overview	4
Planning Considerations	5
Event Contact Information	11
Weather Considerations	12
Reliable Methods of Information	12
Before the Event	13
During the Event	13
Weather Monitoring	14
Checklists	16
Suggested Public Announcements	18
Identification of Best Available Protective Areas	20
Fire Safety Considerations	21
Medical Emergencies	23
Safety Emergencies	24
Evacuations	25
Attachment A: Event Location Map	27
Attachment B: Evacuation Map/ Procedures	28
Attachment C: Communications Protocols	29
Attachment D: Steering Committee	32

INTRODUCTION

EVENT NAME: Ethnic Expo Festival

DATE: October 11 and October 12, 2013

OPERATIONAL PERIOD: 11:00 a.m. – 10:00 p.m. (both days)

WHERE: This event is coordinated by Ali Crimmins, employee with the City of Columbus. Ethnic Expo festival occurs on the roadways surrounding City Hall, 123 Washington Street, Columbus, Indiana. A few road closures and a large gathering of citizens are anticipated during the operational periods. **See Attachment A for map of event location.**

SUMMARY OF EVENT: The annual Ethnic Expo Festival is a one-of-a-kind event in our community. Ethnic Expo was founded in 1984 as a celebration of Columbus, Indiana's varied ethnic heritage as well as its current cosmopolitan population. Home to people from all over the world, as well as those with rich cultural traditions, Columbus is proud of its diversity. Annually, Ethnic Expo hosts more than 35,000 people who enjoy international food and marketplace, continuous entertainment, children's activities, parade, and fireworks.

PURPOSE: The purpose of this document is to pre-establish guidance and recommendations for emergency procedures and weather safety upon impending dangerous or serious conditions that may arise during the Ethnic Expo festival (further referred to as "the event"). In the following document, suggested emergency procedures will be identified, weather conditions and fire safety hazards to be aware of will be highlighted, and guidelines and pre-scripted messaging for public announcement will be detailed.

GENERAL: This document identifies protective actions to take during emergency conditions by management, personnel, and attendees of special events. Flexibility must be exercised when implementing this plan because of the wide variety and threat levels of severe weather and other emergencies that occur in Bartholomew County. If discretion is exercised, err on the side of safety.

ASSUMPTIONS: The possibility of property damage and injury caused by severe emergencies may exist at any time. Weather hazards are heightened especially during outdoor, special events such as concerts, picnics, festivals, etc. These types of events could require the response of Fire and Rescue, Emergency Medical Services and/or Law Enforcement.

EVENT SITE SPECIAL CONSIDERATIONS: This outdoor event is held on the roadways surrounding City Hall at 123 Washington Street, Columbus, Indiana. Ten foot by ten foot covered tents are rented to approximately fifty vendors along Washington Street and 1st Street. (Site map attached.)

SAFETY OVERVIEW

Installation of Electrical Service

Electrical service needs will be coordinated by the Event Director and contracted by a licensed electrician, Ermco Electric, in order to set up the venue and provide all installations of service, as required.

Operation of Entertainment Equipment

All entertainment equipment such as instruments, microphones, amplifiers, or large speakers will be set up by those companies or organizations contracted to do so. No other individual may move or otherwise alter the set-up or placement of such items unless there is expressed approval by the Event Director.

Event Management

The entire event will be managed and coordinated by the Event Director with support from their event committee, other volunteers, and the staff of the City Columbus.

Primary responsibility for public safety at the event site rests with the agencies that support Columbus, Indiana. These agencies include Columbus Police Department (CPD), Columbus Fire Department, and Columbus Regional Hospital Ambulance Service. Many additional agencies assist with law enforcement, fire, and emergency medical response as determined by onsite or responding agencies and the Bartholomew County Emergency 911 Dispatch Center.

Law enforcement officers are assigned to the event and deployed around the venue. These officers are tasked with providing event security, traffic direction and control, and pedestrian direction and control. Other volunteers and vendors will also be present at the event location. Public safety is the number one priority for the Ethnic Expo and will take precedence over any other activities.

PLANNING CONSIDERATIONS

- 1) Event organizers should establish a chain of command so decisions can be made in a timely manner.
 - a. Chain of command shall be established according to guidance provided by the Incident Command System (ICS) and the National Incident Management System (NIMS).
 - b. As suggested, through use of ICS & NIMS guidelines, a Unified Command Structure will be utilized including all disciplines that hold responsibilities in planning, coordinating, and emergency response to the event. This can include, Columbus and Bartholomew County personnel, elected officials, responders, and event volunteers.
 - c. The Unified Command Structure may incorporate an on-scene Command & General Staff.
- 2) The following Command and General staff positions may be filled:
 - a. The **Event Commander (EC)** is the person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved. The event commander sets priorities and defines the organization of the incident response teams and the overall event action plan. The role of event commander may be assumed by senior or higher qualified officers upon their arrival or as the situation dictates.
 - b. The **Public Information Officer (PIO)** is the communications coordinator or spokesperson of the event. The primary responsibility of a PIO is to provide information to the media and public as required by law and according to the standards of their profession.

- c. The **Liaison Officer (LNO)** serves as the primary contact for agencies responding to the situation. Liaison officers often provide technical or subject matter expertise of their parent organization. Usually an organization embeds liaison officers in other organizations to provide face-to-face coordination. Many times, the PIO and LNO is the same individual.
- d. The **Safety Officer (SO)** is responsible for monitoring and assessing hazardous and unsafe situations and developing measures to assure personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Safety Officer may exercise emergency authority to prevent or stop unsafe acts when immediate action is required.
 - i. The SOF makes the recommendation to the Event Commander to evacuate patrons and staff and liaise with the arriving Emergency Services.
 - ii. The SOF and the Planning Section Chief will relay relevant weather and safety concerns to the Event Commander and the Event Director for decisions /determinations for the event proceedings.
- e. The **Operations Section Chief (OSC)** is responsible for the management of all operations directly applicable to the event. The OPS activates and supervises organization elements in accordance with the public safety Event Action Plan (EAP) and directs its execution.
- f. The **Planning Section Chief (PSC)** is responsible for the collection, evaluation, dissemination and use of information about the development of the event and the status of resources. This information is needed to understand the current situation, predict the probable course of incident events; and prepare alternative strategies for the event, if needed.

- i. This position will monitor weather forecasts for the event and address related concerns to the Safety Officer.
 - ii. The Safety Officer and the Planning Section Chief will relay relevant weather and safety concerns to the Incident Commander and/ or the Event Director for decisions/ determinations for the event proceedings.
 - g. The **Logistics Section Chief (LSC)** organizes and directs those operations associated with maintenance of the physical environment and with the provision of human resources, material, and services to support the event's activities.
 - i. The LSC should have intimate knowledge of the site and equipment.
 - ii. Specific duties for ethnic expo will include to isolate and shut down all equipment that may hinder the emergency response; to isolate power to the affected areas if required; assist Emergency Services in locating water mains and specialized equipment kept on site that may be required; and to supply technical information to the Event Commander.
 - h. The Finance Section Chief (FSC) is responsible for all financial, administrative, and cost analysis aspects of the event.
- 3) If the Event Coordinator for the event is not represented in one of the Command and General Staff Positions, coordination and communication with event planning staff and the Event Coordinator is recommended.
- 4) Event organizers should always establish a spokesman to address safety issues and a spokesman to address/monitor weather conditions, especially during outdoor festivals and events.

- 5) Staff and volunteers for the event will report to the Event Commander and are tasked as follows:
- a. The **AREA WARDENS** are assigned specific locations throughout the event location and are in charge of any evacuations of their assigned areas in accordance with their positions. Area wardens are to assist the command and general staff as requested.
 - b. All other staff and volunteers will act as **WARDENS**. The role of a warden is to ensure the safe exit of patrons from the site and to ensure that a comprehensive list of all people in their care, as well as ensuring all first aid equipment has been retrieved with the assistance of the first aid officers. Wardens will help the “area wardens” with evacuations and are to assist the command and general staff as requested.
- 6) Event organizers should establish a notification system so information can be relayed quickly to the Event Director and event workers.
- a. Consider using radios and/or cell phones.
 - i. The main form of communications within Ethnic Expo is the radio communications network.
 - ii. Coordinators will carry mobile telephones.
 - b. Document the contact numbers in the written public safety Event Action Plan.
 - c. Use of the Everbridge Emergency Notification System will be at the discretion of the Command & General Staff, as needed.

- 7) Together the event Command and General staff will assume responsibility for
 - a. Activating and coordinating the Emergency Action Plan;
 - b. Keep control the event site during any emergency by giving priority to public safety officials;
 - c. Coordinate applicable resources, personnel, and logistics in response to an emergency or incident;
 - d. Conduct necessary debriefings after an incident or emergency to event staff and volunteers.
- 8) Event organizers should consider the use of pre-scripted public safety alert and warning messages for dissemination of threat/hazard information to the public.
 - a. Public announcements will be made by the Public Information Officer or the Event Director, as determined.
 - b. Public announcements will be approved by the Event Commander
- 9) Event organizers should coordinate with designated shelter-in-place locations to ensure that they are available for use.
 - a. Designate buildings to use for sheltering in place.
 - b. Obtain key holder contact information and have them on standby.
 - c. Consider the population size that each facility can hold.
 - d. Establish a process to inform event attendee's where/how to shelter.

10) Event organizers should consider all “what if” scenarios that could occur.

- a. Evacuation of event location due to unsafe or hazardous conditions including chemical, fire, or criminal in nature
- b. Impeding threat of lightning, severe thunderstorm, or tornado watches and/or warnings
- c. Staging and safe areas that can be established in emergent situations

EVENT CONTACT INFORMATION

Emergency Contacts

Ali Crimmins	Event Commander	812-376-2520
Matt Myers	Public Information Officer	812-376-2600
On Duty Battalion Chief, CFD	Safety Officer	812-376-2679
TBD	Operations	812-376-2600
Richard Macy	Logistics Section	

Public Safety, Non- Emergency Contact Information

Columbus Police Department	812-376-2600	123 Washington St.
Bartholomew Co. Sheriff	812-379-1650	543 Second St.
Emergency Management	812-379-1680	131 S. Cherry St.
Columbus Fire Department	812-376-2679	1101 Jackson St.
Columbus City Garage	812-376-2508	2250 Kreutzer Dr.
Bartholomew Co. Dispatch	812-379-1689	131 S. Cherry St.

**All addresses are in Columbus, Indiana 47201-unless specified.*

Other Important Contact Information

Dave Tucek	Warning Meteorologist, NWS	317-856-0361
Indianapolis Region	Warning Forecasters, NWS	317-856-0368

**For all life-threatening emergencies, dial 911!*

WEATHER CONSIDERATIONS

I. **Reliable Methods of Information.**

A. There should be a process identified in order to monitor the possibility of severe weather before the event and while on site. There are many services that can be utilized to track weather related information and hazardous conditions, such as:

- **AccuWeather**

www.accuweather.com

- Local Television and Radio Broadcasts
- National Weather Service www.weather.gov
- NOAA Weather Radio (NWR) www.nws.noaa.gov/nwr/
(Broadcasts continuous weather information directly from nearest NWS office.)
- **Weather Bug** www.weather.weatherbug.com
- **Weather Channel** www.weather.com

**Bolded items denote free app downloads for iPhone, Droid, Blackberry, and Windows. Please circle at least 2 methods you plan to utilize to monitor weather prior to and during the event.*

B. During the event, at least two of the previously mentioned weather information methods will be monitored onsite during the event. In addition to these methods, communication should be made to the National Weather Service-Indianapolis Regional Forecasters for special consideration for the event in Bartholomew County. Please provide proof at the back of this plan.

C. Contact can be made with NWS forecasters for the Indianapolis Region. Direct contact can be made with forecasters at 1-317-856-0368. **Include an Attachment for further information, if necessary.**

II. Before the event

If severe weather is being predicted prior to the event, the Logistics Section Chief will evaluate the conditions and determine if the event will remain scheduled. The Event Director and/or Event Commander will make the decision to cancel or postpone the event.

If a severe weather hazard is considered to be reasonably likely during this event, strong consideration will be given to delaying or postponing the event depending on the nature and timing of the forecasted weather hazard. If determined prior to the event, a special “rain location” may be applicable.

III. During the event

If severe weather occurs during the event, the Event Director will make the final decision to cancel or postpone the event after receiving emergency information from the rest of the Command and General Staff.

If weather related announcements need to be made, they will be made by the Public Information Officer or the Event Director, as determined. If a decision has been made to shelter in place or evacuate, the onsite leaders must act immediately.

- A) Announce immediately that there is an emergency weather danger and that it is unsafe to stay at the event location.
- B) State forcefully that there is an emergency and the event location is unsafe.
- C) Refer to suggested public announcement. Direction is based on danger.

Since there may be limited areas to shelter people, monitoring of the weather conditions will be imperative. The Safety Officer and the Planning Section Chief should track any approaching severe weather to allow enough time to notify event participants. Weather patterns that deserve serious considerations are tornados and thunderstorms with lightning.

IV. Weather Monitoring

The Event Unified Command, specifically its command and general staff members, may be designated to assist during the 2013 Ethnic Expo with monitoring the weather conditions and maintaining situational awareness. Any potential severe weather during the event operation will be communicated to the Event Director and all event personnel at all times.

The Event Unified Command will be responsible only for performing and reporting their weather risk assessment using the color codes shown below, along with the pertinent forecast details supporting their assessment. The Event Director, or designated back-up personnel in the Director's absence, will be responsible for directing the execution of the indicated response actions. The following graph depicts a good standard in event weather monitoring:

Emergency Level	Threat	Distance	Onset of Threat	Potential Safety Actions
Low	Forecast or observed high wind/thunderstorm/lightning/hail; Tornado watch/warning in state	>50 miles away from venue point	60 Min	Weather is monitored and Event Director is notified of elevated status
Moderate	Forecast or observed high wind/thunderstorm/lightning/hail; Tornado W/W in nearby county	30-50 miles away from venue point	45 Min	Announcement made to participants
High	Forecast or observed high wind/thunderstorm/lightning/hail; Tornado W/W in Bartholomew County	10-30 miles away from venue point	30 Min	Event activities are suspended and sheltering is requested
Extreme	Forecast or observed high wind/thunderstorm/lightning/hail; Tornado warning at venue area	Less than 10 miles from venue point	< 30 Min	Event activities remain suspended, sheltering continues and CPD/BCSD is notified of the need for evacuation traffic control

Weather monitoring continued...

For emergency weather hazards, the Event Director may request the following actions of vendors and event staff.

- A) **During lightning, heavy rain, or moderate hail events (< 3/4 inch)** - Vendors and event staff may be asked to disconnect electrical power to venue equipment and/or cover or bag equipment.
- B) **During strong wind**- Vendors and event staff may be asked to secure event materials, take down light-duty pop-up canopies, and move away from temporary structures.

V. Checklists

THUNDERSTORM/ LIGHTNING/ HIGH WINDS CHECKLIST		
<p>The “Flash to Bang” method should be used by event organizers to determine the proximity of lightning and safety actions to implement. Continue to monitor appropriate weather services for additional information.</p>	<ol style="list-style-type: none"> 1. Count the number of seconds between the lightning flash and the sound of thunder, and divide that number by five. That number is the number of miles the storm is away from you. 2. If you can hear thunder, the storm is close enough that lightning could strike you location at any moment. 3. If you hear it- clear it! 4. Do not resume outdoor activities until 30 minutes after the last clap of thunder. 	
	Distance	Safety Action
<input type="checkbox"/>	Less than 10 miles away from any venue point	<ul style="list-style-type: none"> • Event activities should be suspended. • All participants should immediately shelter
<input type="checkbox"/>	10-50 miles away from any venue point	<ul style="list-style-type: none"> • Event staff closely monitors the weather • Event staff prepares for possibility to shelter • Onsite leaders reviews notification process • Event participants are notified of possible severe weather; voluntary evacuations.
<input type="checkbox"/>	Greater than 50 miles from any venue point	<ul style="list-style-type: none"> • Event staff monitors the weather • All event staff are informed of possible severe weather • Review emergency notification and response procedures.
<p>High Winds</p>	<p>Event organizers should be aware of high winds and the impacts they may have on high standing equipment, tents, stages, etc. These equipment types have different wind standards based on size, anchoring, and type. Event organizers should make every effort to understand the parameters, and if the wind exceeds these parameters, immediately evacuate to a safe location.</p>	

EMERGENCY WARNING NOTIFICATION CHECKLIST	
Responsibilities	The onsite leaders or designated representative will provide emergency notification to event participants as quickly as possible based on the specific emergency incident circumstances. This checklist should not be considered all inclusive but should be used as a guide to plan accordingly. Modify the checklist as needed.
SHELTER IN PLACE	
Possible shelter in place incidents: <ul style="list-style-type: none"> • Tornado Warning • Lightning in the area • Straight line winds • Civil disturbance • Hazardous materials release 	
Normally the onsite leaders will receive notification through their respective weather information services. However, you should be prepared to make notification to event participants if a shelter in place need occurs, outside the typical warning systems. The onsite leaders should consider the following steps for a shelter in place incident (the most likely shelter in place scenarios would be tornado warning or lightning in the area):	
<input type="checkbox"/>	The onsite leader should notify all event staff that a shelter in place situation has been received using their communication plan (ICS Form 205). Event staff should begin directing event participants to pre-designated shelter area. <i>Note- event staff should also seek shelter if their safety is in immediate jeopardy.</i>
<input type="checkbox"/>	If required, use the suggested public service announcements within this document- adjust as needed.
<input type="checkbox"/>	Considerations should be given to event participants who have functional needs.
<input type="checkbox"/>	Refer to the Quick Reference Guide, located within this document, for general procedures.
<input type="checkbox"/>	Contact additional on-duty or off duty first responders if additional emergency assistance is needed.
<input type="checkbox"/>	The onsite leaders should notify the event staff when the hazardous incident is over and event participants are safe to leave their shelter area. If available, the Public Information Officer or Event Director should make a public announcement to give instructions. (Squad cars may also be utilized.) The all clear for a tornado warning is normally the NWS expiration time.

VI. Suggested Public Announcements

Repeat announcements as needed.

Severe Thunderstorm Watch:

“Ladies and Gentlemen, may I have your attention please. A severe thunderstorm watch has been issued for Bartholomew County until **[insert expiration time here]**. There is a potential for severe weather. If conditions worsen, please be prepared to take shelter.”

Severe Thunderstorm Warning:

“Ladies and Gentlemen, may I have your attention please. A severe thunderstorm warning has been issued for Bartholomew County until **[insert expiration time here]**. The event has been canceled/ postponed until further notice. Please leave the area immediately.”

Severe Lightning:

“Ladies and gentlemen, may I have your attention please. There is a severe lightning storm approaching the area. At this time, we need you to proceed to **[building name/location]** to take shelter. Please enter through the **[give any further directions]**. Please refrain from using cellular telephones or any other electronic/electrical devices. Remain calm and please proceed to **[building name/location]** to take shelter.”

Tornado Watch:

“Ladies and Gentlemen, may I have your attention please. A tornado watch has been issued for Bartholomew County until **[insert expiration time here]**. There is a potential for severe weather. If conditions worsen, please be prepared to take shelter.”

Tornado Warning:

At this time, sirens and the Everbridge Emergency Alert System should be activated by the Emergency Operations Center and the Bartholomew County Emergency Management Agency, respectively.

“Ladies and gentlemen, may I have your attention please. A tornado warning has been issued by the *[National Weather Service/Local Emergency Management officials]* for Bartholomew County until *[insert expiration time here]*. Everyone should seek shelter immediately in a building basement or ground floor interior hallway area that is not near doors or windows.

The following locations are available for shelter: *[recite building names, where they are located, and directions where to enter each shelter-in-place location]*. Proceed to the lowest level of each facility. Please be advised: if an indoor shelter is not available, lie flat in the nearest depression such as a ditch or ravine *[provide location for this, if applicable]*.”

Evacuation (any type):

“Ladies and gentlemen, may I have your attention please. The local law enforcement requests that you evacuate the event site immediately due to *[provide specific incident, whether it's a riot, Hazmat spill, etc.]*. At this time, we ask that you remain calm and immediately proceed to *[exact location(s) provided for staging]*. *Do not enter [give incident area or other prohibited areas]*. Please follow any and all directions given by public safety officials.”

ALL CLEAR ANNOUNCEMENT- If there is a shelter in place emergency, please remember to give an announcement to those who have sheltered in nearby buildings, structure, or vehicles, respectively. You may use the following announcement:
“Attention, the emergency is over. I repeat; the emergency is over. You may resume normal activities.”

VII. Identification of Best Available Protective Areas

Respond immediately to all weather alerts or emergency siren by taking cover in a safe location. Tents, open shelters, sheds, bleachers, and the underside of bridges are not considered safe shelters. Enclosed buildings are considered safe shelters. Cars and the underside of highway overpasses are not safe shelters for tornadoes. Cars, except for convertibles, are considered safe shelters from lightning.

More information on tornado safety is available from: <http://www.weather.gov/safety>.

The lightning safety committee states that there is NO safe place to be outside in a thunderstorm. If outdoors, get inside a suitable shelter or safe vehicle immediately!

More information on lightning from: www.lightningsafety.noaa.gov/outdoors.htm.

In the event of a shelter in place incident, the following locations are designated as the best available protective areas during the 2013 Ethnic Expo.

1. Columbus City Hall, 123 Washington Street, Columbus, Indiana 47201
2. The Republic Newspaper, 333 Washington St, Columbus, Indiana 47201
3. Bartholomew County Sheriff's Department, 534 Second Street, Columbus, Indiana 47201

If a decision is made to shelter in place or evacuate, you must announce and proceed immediately.

FIRE SAFETY CONSIDERATIONS

I. Food Vendors

- A. Food Vendors with gas grill and charcoal cooking must have a ten foot separation from other tents and a two foot separation from all combustibles.
- B. Propane tanks must be secured to prevent tipping.
- C. Charcoal cooking must have a fire extinguisher at the booth and all coals must be saturated before leaving for the night.
- D. Ethnic Expo Festival will supply the fire extinguishers.
- E. There is a fire hydrant located within the Festival boundaries at 1st & Washington Street but is specifically for the use of the Columbus Fire Department.

II. Fire Emergencies

In the event of a fire emergency, it will be essential for event staff to ensure that all citizens are directed away from the affected area. The following recommendations may be followed if a fire emergency is present:

- A. Evacuate citizens from the immediate danger location.
- B. Locate the nearest fire extinguisher and attempt to control fire. Note: Fire extinguishers are used to extinguish or control small fires, often in emergency situations. It is not intended for use on an out-of-control fire, such as one which has reached the ceiling, endangers the user or otherwise requires the expertise of a fire department.

- C. Contact 911 for large fires, or small fires that have gotten larger than a reasonable person could deem appropriate for control with a fire protection device.
- D. Withdraw if the fire cannot be contained.
- E. Select a volunteer or event staff member to wait for emergency response and direct them to the fire danger location.

III. Fire extinguishers

- A. Do not panic; remain calm
- B. Determine the type of fire and exact location
- C. Warn everyone in the immediate vicinity
- D. Select the right type of extinguisher; READ THE INSTRUCTIONS
- E. Keep low to avoid smoke
- F. Do not get too close to the fire
- G. Direct the extinguisher agent at the seat of the fire NOT at the smoke

Research on the human response to fire and evacuation alarms indicates that people will typically react by ignoring the alarm and complete what they are doing in the hope that it may be a false alarm or the situation will resolve itself; locate any family or friends before trying to evacuate; or usually maintain a passive role, expecting to be told what to do by someone in authority. For this reason, if you are conducting a fire evacuation, you should be clear, concise,, and in control with your directions.

MEDICAL EMERGENCIES

Because this is an outdoor event, the range of medical emergencies can be vast and diverse and can include heart attack, stroke, airway obstruction, epileptic fits or seizures, cuts/ lacerations, bee stings, burns, or other serious injuries. The most important thing to remember is to get help quickly.

I. Onsite Medical Care

- A. Onsite medical care will be provided by Columbus Fire Department during event hours near First Street and Washington Street.
- B. It is important to provide easy ambulance access and egress, as well as adequate signage for direction to the medical post.
- C. Personnel should have clearly marked maps of the venue layout.

II. Medical Communications

- A. Two way communications will be utilized if response is needed to transport a patient via ambulance.
- B. Notification of the following people is important for reports to document the occurrence: on scene medical staff, Event Director, Safety Officer.

III. Recognizing a medical emergency

- A. Remain calm and ask any gatherers to step back.
- B. Try to determine what happened, where it happened, and how long the symptoms have been occurring.
- C. Gather any other pertinent information (name, age, allergies, etc.) for responding medical staff.
- D. Be prepared to flag down medical staff when they arrive.

SAFETY EMERGENCIES

Special events address a variety of problems, ranging from lack of attention to a particular issue to a need for alternatives to gang- or drug-related behavior. For that reason, the 2013 Ethnic Expo will have foot patrol in the event location by officers from the Columbus Police Department and the Bartholomew County Sheriff's Department. The response procedure for an emergency situation developing may vary, but life safety is always the number one priority.

I. If you see a crime, or an unsafe situation:

- A. Notify onsite Event Commander or Command Staff and give the following information: Your name, the location, what the problem is, and frequent status updates of the situation.
- B. **CALMLY** alert others in the immediate area. Do not shout, to do so could cause panic.
- C. Obey the instructions of the police officers, command staff and your area warden in all emergencies.
- D. If not involved, refrain from going to the area to satisfy curiosity.
- E. Under no circumstances should you talk to the media.

III. Suspicious Package

- A. Stop! Don't handle
- B. Remain calm and alert the nearest law enforcement officer
- C. Don't open, smell or taste
- D. Isolate the area immediate
- E. Evacuate the event or proceed to pre-established staging areas.
- F. Wait for further instructions from law enforcement.

EVACUATIONS

I. Evacuation Tips

A. You may need to evacuate the site for any of the following emergency situations:

- Fire or Explosion
- Criminal activity
- Suspicious activity
- Medical Emergency
- Weather emergency
- Or by direction of emergency responders

B. All ETHNIC EXPO staff and volunteers will evacuate the areas they are responsible for.

C. Vacate the site in an orderly manner, ensuring that all areas are checked and ensure all personnel and general public leave the site via the designated evacuation route for the specific area. Your directions will be necessary in these cases. Mobility impaired persons are to be assisted by as staff member.

D. Bulky personal effects are to be left behind.

E. Wardens responsible for the movement of people out of a danger area should, in the first instance, position themselves so that they are:

1. Clearly visible;
2. Not exposing themselves or any other person to danger; and
3. Able to exercise control over persons leaving the area

F. Words such as, "HURRY", "FASTER", and "TRAPPED" should be avoided at all costs. Jerky hand signals such as beckoning people towards you in a rapid and continuous manner should be avoided.

G. People will obviously be bewildered and curious as to the cause of the evacuation, however, Wardens must not engage in lengthy explanations with people at exit points. The object is to quickly, calmly and safely move people out of the site.

H. Exits must not be obstructed by persons stopping to ask questions or attempting to manhandle bulky items through exit points. Please report any obstructions in the evacuation route to the event command staff.

II. Evacuation Locations

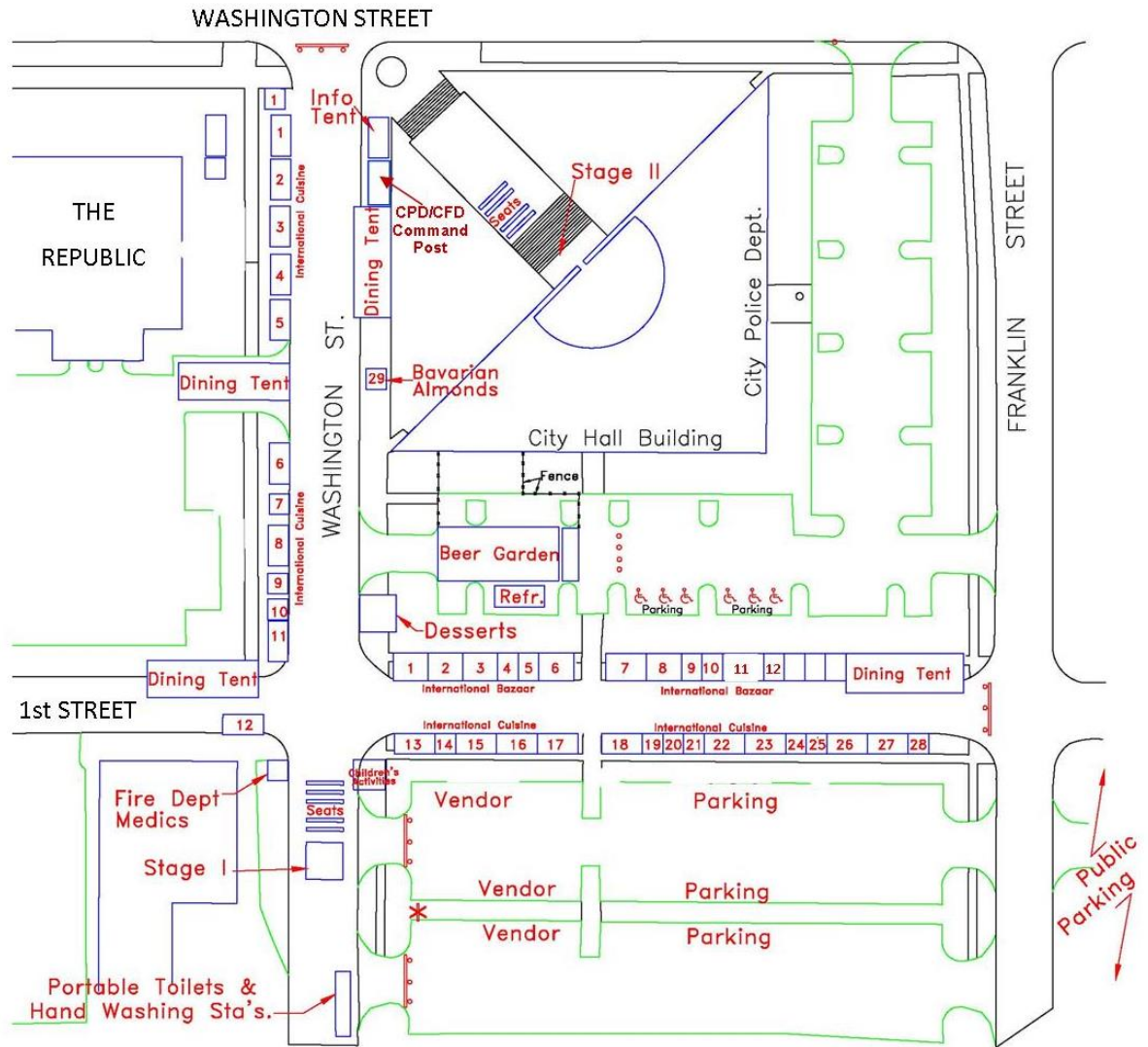
A. Familiarize yourself with the nearest emergency evacuation route from your responsible area.

B. Evacuation/ staging/ assembly areas are:

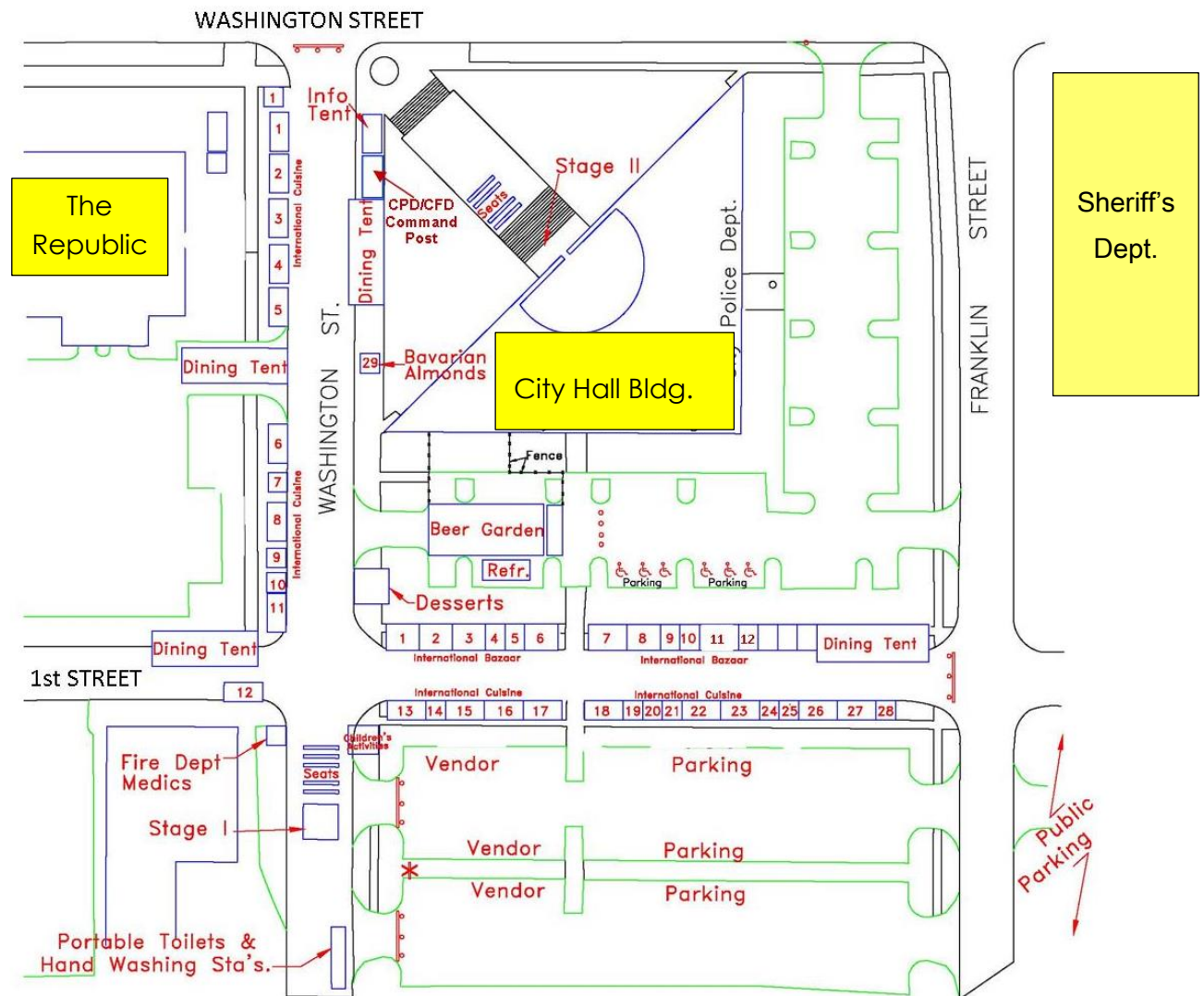
1. Columbus City Hall
2. Bartholomew County Sheriff's Department
3. The Republic

C. Event command staff will determine which assembly area will be used, and notify the event staff and volunteers.

ATTACHMENT A: EVENT MAP



ATTACHMENT B: EVACUATION MAP



ATTACHMENT C: COMMUNICATIONS PROCEDURES

I. Two-Way Radio Protocol

- A. Radio channels are used to transmit official Ethnic Expo business only.
- B. Avoid discussing sensitive or medical issues on open channels unless directed by Ethnic Expo command and general staff.
- C. Good radio etiquette demands that all users limit their communication to essential business.
- D. Consistency is important! Everyone communicating the same way will reduce error.
 - 1) Use a clear, concise tone to avoid misinterpretation;
 - 2) Use plain language;
 - 3) Listen to radio communication that may indicate special instructions needed in your area;
 - 4) Keep your radio with you at all times; and
 - 5) Avoid stepping on other transmissions.

II. Normal Transmitting

- A. To make a transmission:
 - 1) press radio key down firmly;
 - 2) hold button, and
 - 3) pause for a second
 - 4) Then you will be clear to begin speaking into the microphone.

- B. Direct your call to the person first, and then announce yourself. Example,
“Event commander- Area X Warden.”

Wait for acknowledgment, and then state your message.

III. Emergency Transmitting

Remain calm and speak clearly. Transmit on your radio as stated above. When you receive acknowledgement from the person with whom you’ve directed your radio traffic, state the incident, who is involved, and all pertinent information. Example: “Intoxicated patron at beer garden.”

The Ethnicx Expo Command and General staff will advise you how to proceed. All other radio chatter stops unless simultaneous emergencies occur.

IV. Radio Do’s and Don’ts

A. Do:

- 1) Be brief and to the point. Stay off the radio unless absolutely necessary.
- 2) Listen before you begin your transmission, and always wait a second before you speak after keying the push-to-talk button.
- 3) Speak directly and clearly with an even tone into the microphone at a distance of 3cm.
- 4) Acknowledge the receipt of all messages directed to you regardless of how trivial.
- 5) Use short responses to avoid unnecessary radio traffic. i.e. “yes”, “affirmative”, “standby”.

B. Don’ts:

- 1) Talk too much. Only speak when absolutely necessary. Safety information must take priority.
- 2) Swear. This is an open radio channel.
- 3) Shout into the radio. Only distorts the resulting transmission.
- 4) Abuse the antenna. Break it and you have an effective range of 3 meters.

V. Telephone Protocol

A. During an emergency, the following information may need to be communicated to emergency responders:

- Your name;
- Contact number;
- Name of the site;
- Address of the site;
- Nature of the emergency;
- Current status of the emergency;
- Any other relevant information that the operator requires

All information given must be communicated precisely to ensure that the response time by emergency services is optimized.

Our emergency and evacuation plan will be listed on our website at ethnicexpo.org.

ATTACHMENT D:

2013 STEERING COMMITTEE MEMBERS

NAME	DUTY	CONTACT
Ali Crimmins	Ethnic Expo Coordinator	
Richard Macy	City Garage Facilitator	
Nathan Gaskil Steve Rucker	Vendor Facilities	
Mike Pope	General Facilities	
Mike Kutsko	Medical	
Tami Sharp	Entertainment Coordinator	
Anita Palmer	Parade Coordinator	
Vicki Gardner	Information Booth	
Diane Robbins	Children's Activities	
Becky Harper	Marketing	